



## **Changes in HSR&D LOI Submissions and Review Processes**

**Effective February 12, 2004**

**NOTE:** In order to conform to the new uniform policy of ORD, the following changes in HSR&D LOI submissions and review processes will take place immediately:

1. HSR&D LOIs are now required to conform to the uniform LOI format (i.e., form 1313-13 plus 2 pages of text - references to be included within the two pages).
2. HSR&D will no longer use LOI waivers. If you currently have a waiver, it is no longer valid - and you must submit an LOI if you plan to submit a full proposal. No new requests for LOI waivers will be considered.
3. The HSR&D LOI review process will be much less detailed. We will do administrative reviews looking only at appropriateness for the service, appropriateness for VA in general, and any obvious human subjects issues.
4. LOIs will expire after 2 proposal review cycles.
5. LOIs should be submitted at least three months prior to the targeted proposal review deadline (proposal deadlines are June 15 and December 15). We will allow some flexibility for the next (June 15, 2004 deadline) because of the recent change in policy.
6. Current approved HSR&D LOIs are valid.
7. MREP applications being prepared for the February 20 deadline can use either the 2 or 3 page LOI format. We recommend a 3 page LOI (the preceding format), but this is the investigator's decision.
8. We will review the implications of the new LOI policy on future MREP applications and will provide guidance on any changes in procedures well in advance of the next due date.

**Note: HSR&D will continue to review LOIs on a monthly basis.**

For additional information regarding these changes please contact Caryn Cohen at [caryn.cohen@hq.med.va.gov](mailto:caryn.cohen@hq.med.va.gov) or refer to the frequently asked questions regarding the new LOI policy at [http://www.hsrd.research.va.gov/for\\_researchers/funding/application/loi\\_faq.cfm](http://www.hsrd.research.va.gov/for_researchers/funding/application/loi_faq.cfm).